

Information Content Management Training

(Document Control & Records Management)

Dedicated to Document Controllers

Vision & Mission



- Our Mission is to Educate Every One, The Importance of Information Content Management (ICM)
- (Document and Records Management)

 Become Unique Training Provider to grow ICM Specialists (Document Control Professionals).

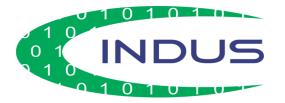
Objective



 To Bring a Revolutionary Change in Document Management Awareness

Enhance Efficiency, Competency ,Quality & Productivity through Training

Present Skill Gaps



- Dedicated Document Management Training is not available.
- Inadequate Business Processes within organisation
- Documents Content are not Secured and Safe
- Records are scattered without defined Storage Location
- Difficulty in searching authentic Hard and Soft copy
- Document Delivery is not as per schedule or expectation
- Frustration mounts from top to bottom for getting latest records/reports

Present Skill Gaps



- Lack of Quality Documents resulting in Chaos
- Frequent Complains of Loss of Documents/Records
- Resulting into Administrative and Legal Issues
- Resulting in Penalties and Financial Losses
- Confidentiality is breached at every level

Filling Skill Gaps (Training Benefits)



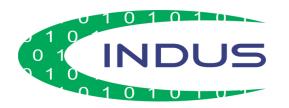
- Highly Interactive Training Sessions with Case Studies
- Business Process Mapping with Accountability as per Governance
- Teaching Best Practices to Increase Document Control Efficiently
- Attention on Individual to understand Roles and Responsibility
- Eliminating Non Conformance and Reduces Redundancies
- Securing Document and Records with Ethics and Confidentiality
- Confidence Building to work Independent without Fear

Training Courses



- Certified Document Controller CDC
- Certified Lead Document Controller –CLDC
- Certified Records Management Professional -CRMP
- Certified Enterprise Document Management Professional CEDMP
- Corporate Document and Records Management

Training Fees (Individual)



- Certified Document Controller CDC USD 300
- Certified Lead Document Controller –CLDC– USD 400
- Certified Records Management Professional -CRMP- USD 300
- Certified Enterprise Document Management Professional CEDMP
 USD 400
- Corporate Document and Records Management USD 1200 /Day (5 seats)
- Document Control Interview Preparedness– USD 300 (1 day)

Note:

All above trainings are for 2 days only, Practical Training for Third day will cost USD 100/-extra

Certified Document Controller-CDC



- 1. Roles & Responsibilities of Document Controller
- 2. The Basics of Document Management & Records Management
- 3. ISO Standards
- 4. Compliance & Governance
- 5. Document Numbering and Revision/Version Schema
- 6. Hard Copy Document Management
- 7. Soft Copy Document Management (Imaging)
- 8. Enterprise / Project /Department Folder Structure
- 9. Document Security & Confidentiality
- 10. Document Distribution, Search And Retrieval
- 11. Work Flows- Business Process Management
- 12. E-Mail & Correspondence Management
- 13. Document Review and Mark-up's
- 14. Records Management –Fundamentals
- 15. Introduction Enterprise Document Management System or ECM

Certified Lead Document Controller CLDC



- 1.Roles & Responsibilities of Lead Document Controller
- 2.Project Management Concept
- 3. Work Break Down Structure
- 4.ISO 9001,ISO15489 Standards, Compliance & Governance
- 5. Risk Management and Mitigation in Document Control
- **6.Document Security & Confidentiality of Documents**
- 7. Document Numbering and Revision/Version Schema
- 8. Hard Copy & Soft Copy Document Management (Imaging)
- 9. Enterprise / Project / Department Folder Structure
- **10.Document Distribution Matrix**

- 11. Document Review & Comments/Mark up's
- 12. Work Flows- Business Process Management
- 13. Document Audit/Non Conformance and Closing
- 14.E-Mail / Correspondences Management
- **15.Engineering Document Management (Transmittal)**
- 16.Change Management (RFI/TQ/DCN/SCN)
- 17. Supplier Document Management
- **18.Final Documentation**
- 19. Records Management Fundamentals
- 20.Enterprise Document Management System

Certified Records Management Professional CRMP



- 1. Roles & Responsibilities of Records Administrator
- 2. Records Management Standard ISO 15489
- 3. Record Management Policy ,Legal Obligations, & Management Responsibility
- 4. Records Management Appraisal
- **5. Hard Copy Records Management Process**
- 6. Soft Copy Records Management Process/Scanning & Digitization
- 7. Records Management Planning & Set up
- 8. Identification, Labelling & Tagging ,Boxing
- 9. Records Transition & Issue, Retrieval and Return of File
- 10. Closing, Retention And Disposal
- 11. Records Management Audit/Non Conformance & Close out
- 12. Security ,Safety & Confidentiality
- 13. Disaster Recovery
- 14. Record Storage
- 15. Disposition Techniques

Certified Enterprise Document Management Professional - OF IND CEDMP

- 1. Role & Responsibilities of Document Management Professional
- 2. Present Hard Copy & Soft Copy Document Management
- 3. Requirements of EDMS
- 4. Enterprise / Project /Department Folder Structure Management
- 5. Implementation Building Blocks
- 6. Implementation Team Roles & Responsibilities
- 7. EDMS Modules
- 8. EDMS Features
- 9. Document and Data Gathering
- 10. Define and Approval of Business Processes Management (Workflows)

- 11. Document Distribution , Distribution Group
- 12. Document Security & Confidentiality Access Control
- 13. Data Migration
- 14. Disaster Recovery
- 15. EDMS Vendors Evaluation , Review, Approval & Selection, SLA,NDA
- 16. Hardware, Network , Internet Requirements
- 17. Collaboration with Project Partners
- 18. Integration with ERP, Oracle, SAP, Primavera
- 19. EDMS Pilot Project Testing & UAT& Go Live.
- 20. Return on Investment (ROI) Calculassions

Course Schedule



- Certification Course :
- 2 days x 7 hours (Theory Only) = 14 hours
- 3 days x 7 hours (Theory & Practical's) = 21 hours
- 5 days x 7 hours (Project/Organization Practical's) = 35 hours
- Weekend /Evening Batch for corporates : 2-3 Hours per day

Assessment (for 3 & 5 Days courses)



- Assessment will be conducted at the end of the training course.
- 2 hours Assessment exams will be conducted for individual.
- Results are discussed with assessment report for corrections

Certification



Certificate of Attendance Provided to Each Participant



Trainers and Learning Platforms

- Rajendra Salunke -Partner
 - Technology visionary with 30 years of experience in Document and Records Management.
 - ·+91 9850604231
- Prakash Patel
 - Great exposure in Web based DMS & RM Implementation, Training and Resourcing
 - ·+91 8779272936
 - ·+91 9022779087
- Learning Platforms
- Class Room

(Interactive Training with case studies with best practices)

Home Study

(Study Material sent for home study with Assessment)

- E-Learning
 - (All Video Conferencing Platforms)
- E-Mail: indusids@gmail.com

Our Valued Clients







India













